

Council Meeting
December 12, 2016
7:00 p.m.

The regular meeting of Mayor and Council was held on the above date and time with Council members DeBenedictis, Carrow, Dias, and Fletcher present with Mayor Letterman presiding. Town Foreman Hurlock, Chief Hill, Recording Secretary Sue Muncey, Scott Chambers, Joan Bestpitch, Sandra Delane, Les Bartlett, Bruce Graham, Harvey Scott, Hal Moyer, Jason Fretz, Wayne Stover, Daniel Hume, and members of the Smyrna Clayton Pop Warner Pee Wee Jr. Football Team were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mr. Hurlock led the Pledge of Allegiance.
3. **Approval of Minutes** –

Mr. Carrow made a motion to approve the Town Council Meeting minutes of November 14, 2016, Economic Development Committee Meeting of November 15, 2016, Street Committee Meeting of November 23, 2016, Police Committee Meeting of November 29, 2016, and Electric Committee Meeting of November 30, 2016 in written form. Mr. Dias seconded the motion. Motion carried unanimously.

4. **Approval of Income and Expense Report** –

Mr. Dias made a motion to approve the Income and Expense Report. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

5. **Communications** – Ms. DeBenedictis read a letter dated December 5, 2016 from Robert P. Faulkner of the Clayton Fire Company No. 1, Inc. reference an annual donation. Ms. DeBenedictis read a note from Mary Grace Hutchinson expressing her appreciation to the Clayton Police Department.
6. **Report of the Chief of Police** – Mr. Hill said he has an item under New Business.
7. **Report of the Town Foreman** – Mr. Hurlock stated he attended an MS-4 meeting discussing drainage. This is the first meeting he attended. It was very beneficial. He stated the only thing allowed to run off in the storm drain is rain water. No run off in the sewer drain. This will mean no washing of vehicles outside and our transformers need to be kept inside. Mr. Letterman stated when the State came in for a meeting they discussed out of pocket money. All towns are involved. So in the future residents will not be able to wash their vehicles outside? Mr. Hurlock stated yes. Mr. Hurlock stated we will have to take a percentage of what is caught in the storm water drain and treat. There was discussion about storm water drain ponds and maintaining. Mr. Letterman asked about who would maintain. Mr. Hurlock stated larger municipalities have hired personnel. We will have to look into. Mr. Letterman asked about the Public Works building.

Mr. Hurlock stated the owners have had core samples taken. They are waiting on the results. They have to go to a lab and come back. It could take up to six weeks.

8. **Report of the Town Solicitor** – Mr. Chambers had no report.
9. **Report from Inspections/Enforcement** – Mr. Hurlock stated he had no report. We continue to see new homes being built.
10. **Reports from Members of Council**
 - a. **Report from Electric Committee** – No Report
 - b. **Report from Street Committee** – Mr. Fletcher stated he has an item under New Business.
 - c. **Report from Water & Sewer Committee** – No Report
 - d. **Report from Equipment Committee** – No Report
 - e. **Report from Personnel Committee** – Mr. Carrow stated a Personnel Committee Meeting is scheduled for December 21, 2016 at 6:00 p.m. to discuss a request for personal days from the Administration and Public Works Departments.
 - f. **Report from Police Committee** – Mr. Dias state he has an item under New Business.
 - g. **Report from Budget Committee** – Mr. Fletcher stated he has an item under New Business.
 - h. **Report from Economic Development Committee** – Mr. Carrow stated the next meeting is January 4, 2017 at 6:30 p.m. to discuss grants. At the last meeting the town clock was approved. They will put a flyer together and Facebook page to advertise. Mr. Carrow thanked the Council. He stated this project will take a couple of years. The location of the clock will be on the corner of Bassett and Main Street. Mr. Letterman asked if there was a cost to the town? Mr. Carrow stated no. All money is generated through donations.
 - i. **Report from DEMEC** – Ms. DeBenedictis stated DEMEC discussed the energy efficiency proposal. They put this on hold until July. This is not mandatory now, but it will be in the future. Mr. Letterman asked if a meeting would be set up. Ms. DeBenedictis stated yes. Ms. DeBenedictis stated DEMEC also held their Christmas luncheon.
 - j. **Report from Board of Adjustments** – No Report
 - k. **Report from Planning & Zoning Committee** – Mr. Hurlock stated a meeting was held on November 29, 2016 to discuss a site plan approval from the Zoning Ordinance. A property in the town zone center wanted to build a residential home. This was approved.
 - l. **Appeals Board** – No Report

11. Presentation – Mr. Letterman presented a Proclamation to Hal Moyer, Head Coach, of the Smyrna Clayton Pop Warner Pee Wee Jr. Football Team for their championship victory at the Eastern Region Championship held in Chester Springs, Pennsylvania. Mr. Carrow also wanted to recognize the team for their achievements. They were undefeated this year and they shut out the teams throughout the regional play offs. Mr. Moyer gave all the coaches recognition.

12. Unfinished Business – No Business

13. New Business –

- a. Discussion/Vote on approving the 2017 budget. Mr. Letterman stated the only increase with the budget is a 3% trash increase in April. This will be a pass on from our trash service provider.

Mr. Fletcher made a motion to accept the 2017 budget in written form. Mr. Dias seconded the motion. Motion carried unanimously.

- b. Discussion/Vote on placing four (4) signs for Clayton Lions Club to advertise club and meeting place. Mr. Fletcher stated this was approved at the Street Committee Meeting that was held on November 23, 2016. A sign will be placed entering town limits on Main Street, by Hanover Foods, by Wheatley's Pond, and west by the VFW. Signs will be 30" in diameter. Mr. Letterman asked Mr. Hurlock if we had posts to put the signs on. Mr. Hurlock stated yes.

Mr. Dias made a motion to place the signs for the Clayton Lions Club. Mr. Carrow seconded the motion. Motion carried unanimously.

Mr. Letterman asked Mr. Hurlock if we could do by May. Mr. Hurlock stated yes. He asked that the signs be dropped off to the Front Office.

- c. Discussion/Vote on proposed Public Safety contract for the year 2017-2019. Mr. Dias stated the contract has remained the same except for the following:
 - 4.4 Personal Holidays – Each regular full time employee shall receive thirty six (36) hours of compensation for a personal holiday per calendar year. This day may be taken at any time with 1 day notice to the Chief. It may also be taken in no less than four (4) hour increments.
 - 13.8 Minimum Staffing Requirements – The Clayton Police Department shall at all times maintain a minimum of seven (7) patrol officers so it may continue 24 hour coverage. It shall also maintain two (2) School Resource Officers to serve all public schools and the 2000 students and faculty within the town limits of Clayton as long as agreements can be made with the school districts to pay the salary of the officer from September – May annually. If at any time the number of officers falls below nine (9) the Chief of Police may hire the necessary number of officers to meet the minimum requirement.

13.8a. If the Town of Clayton is in a financial hardship and cannot meet the minimum staffing requirements, the Public Safety Committee and the Clayton Police Department shall negotiate the minimum staffing requirements.

Mr. Fletcher asked if Section 13.8 was just cleaning up. Mr. Hill stated a School Resource Officer was added. Mr. Fletcher asked if Section 4.4 was just being changed by 12 hours. Mr. Hill stated yes. Ms. DeBenedictis wanted to clarify the School District was paying for the two School Resource Officers. Mr. Hill stated yes.

Mr. Dias made a motion to accept the Public Safety 2017-2019 contract with proposed changes to Section 4.4, Section 13.8 and Section 13.8a. Mr. Fletcher seconded the motion. Motion carried unanimously.

- d.** Discussion/Vote on donation to the Lillian Smith Senior Center in the amount of \$1,000.00. Mr. Letterman stated a meeting was held with the Electric Committee on November 30, 2016. The senior center is under financial hardship. The town recognizes the need for the senior center, and we do not want it to shut down.

Ms. DeBenedictis made a motion to make a donation of \$1,000.00 to the Lillian Smith Senior Center for 2016. Mr. Carrow seconded the motion. Motion carried unanimously.

Mr. Letterman clarified any future donations would have to be requested in written form and reviewed.

14. Public Forum – No Comments

15. Adjournment – Mr. Letterman asked if there was any further business. He asked for a motion to adjourn.

Mr. Carrow made a motion to adjourn the meeting. Mr. Dias seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:26 p.m.

Recording Secretary,

Sue Muncey